

# APICS SOUTHWEST MICHIGAN (SWMI) CHAPTER

## STANDARD OPERATING PROCEDURE

**Position: VP Quality**

**Document No: SOP0026\_ VP Quality**

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**Issued By: Board of Directors**

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**Revised By: Board of Directors**

1. Purpose And Scope
  - a. To establish and maintain, documented information, on the responsibilities of the VP of Quality position on the Board of Director.
2. References
  - a. APICS - The Association of Operations Management
3. Areas of Responsibility
  - a. Reports and Reporting
    - i. Monthly
      1. BOD Meetings
        - a. This position will be responsible for producing a brief report at each BOD meeting.
      2. Newsletter Articles
        - a. This position will be responsible for writing newsletter articles as requested by the VP of Communication.
    - b. Meetings
      - i. Board of Directors
        1. There are 12 BOD meetings every program year (September – August). It is anticipated that this position will attend all meetings. The minimum attendance expectation is at least 10 of the 12 meetings. It is the responsibility of this position to communicate your attendance by registering under the Board Meeting section of the APICS Southwest Michigan website.
      - ii. Transition and Strategic Planning Meetings
        1. There is one Transition meeting (June) and one Strategic Planning meeting (July) every program year. It is expected that this position will attend both meetings.
      - iii. Professional Development Meetings / Seminars / Plant Tours
        1. It is expected that this position will attend the majority of PDM's throughout the year.
    - c. Financial
      - i. Monthly
        1. Report Expense monthly for all expenses incurred during the month.
      - ii. Yearly (These budgetary responsibilities are added to the president's budget)
        1. Advise the president on your financial needs to support this position.
    - d. Chapter Benchmarking and Reporting (CBAR) Program
      - i. This position is responsible for supporting the "Chapter Benchmarking and Reporting (CBAR)" program according to the established responsibilities on both

the Chapter Benchmarking and Reporting (CBAR) checklist and yearly strategic plan. This responsibility includes submitting documentation on a timely basis.

- e. Chapter Equipment and Office Products
  - i. This position is responsible for any equipment and office product that they have that the Chapter owns.
  
- f. Web Site Support
  - i. This position is responsible for supporting the web site development and maintenance.
  
- g. Important Dates
  - i. Refer to the Chapter Timeline.
  - ii. Refer to CBAR Worksheet
  - iii. May
    - 1. Review Data Collection for CBAR Submission
  - iv. June
    - 1. Setup new year data collection folder
    - 2. Work with President on CBAR Narrative
  - v. July
    - 1. Finalize previous year CBAR submission (To Region by July 31)
  - vi. Monthly
    - 1. Collect Data
      - a. Administration
        - i. Strategic Plan(s) – Long and Short Term
        - ii. Goals & Objectives - Metrics
        - iii. Monthly BOD Agenda & Minutes
      - b. Communication & Promotion
        - i. Monthly Newsletter
        - ii. Any Articles or News Releases
      - c. Education
        - i. Education Plan
        - ii. Class Schedules – Include Private Classes
        - iii. Class Evaluations
        - iv. Instructor Evaluations
        - v. Seminar Schedules
        - vi. Seminar Evaluations
      - d. Finance
        - i. Monthly Financial Statement
        - ii. Copy of BOD Liability Insurance
        - iii. Copy of Non Profit Form
        - iv. Copy of Letter of Assertion
      - e. Marketing
        - i. Marketing Plan
      - f. Membership
        - i. Membership Plan
        - ii. Monthly Membership Reports
        - iii. Monthly Certified Members
        - iv. Monthly Member & Certification Recognition
      - g. Programs & Events

- i. Professional Development Meetings (PDM)
      - 1. PDM Notice from emails
      - 2. PDM Notice on Website
      - 3. PDM Evaluations
  - h. Student Chapter
    - i. International Conference Attendance
    - ii. CASE Competition
    - iii. Student Involvement

#### 4. Detailed Job Description

##### a. Main Duties

- i. Maintain and Review the Chapter By-Laws.
- ii. Maintain and Review the Chapter SOP's.
- iii. Attends all meetings of the Chapter BOD, unless otherwise excused.
- iv. Works closely with the VP of Administration to ensure compliance to APICS quality standards
- v. Maintains CBAR book and program to ensure that it is up to date
- vi. Benchmarks APICS SWMI against other APICS chapters to ensure consistence
- vii. Updates policies and procedures so they are consistent with other APICS chapters as recommended by APICS - The Association of Operations Management
- viii. Writes newsletter articles with a special emphasis on quality
- ix. Works with the president on issues such as strategic planning and transition
- x. Updates job descriptions of board members so they are consistent with other APICS chapters
- xi. Seeks to uncover gaps in processes not identified by VP of Administration
- xii. Provides a checkpoint to activities carried out by VP of Finance

##### a. Technical Requirements

- i. Ability to work with the BOD
- ii. Phone, e-mail, Internet
- iii. Access to computer with Microsoft Word, Excel, PowerPoint, and Access programs
- iv. President and President-Elect Chapter Leadership Handbook review
- v. Willingness to learn how to run a nonprofit business

##### b. Required Skill Set

- i. Leadership, motivation, delegation, teambuilding, communication, organization, project planning, negotiation
- ii. Typing and computer skills: word processing, spreadsheets, graphs, PowerPoint, Internet downloading, e-mail address groups
- iii. Familiarity with APICS body of knowledge
- iv. Writing skills (grammar, spelling, proofreading)
- v. Public speaking and presentation skills (TTT minimum)

##### c. Time Requirements

- i. BOD meetings: 1 per month (12 per year) at 3 hours each
- ii. Transition meeting: 1 per year in June ( All Day)
- iii. Strategic Planning Meeting: 1 per year in July

- iv. Professional development meetings: 1 per month (9 - 12 per year) at 2 hours each
- v. 5 to 10 hours additional per month depending on level of chapter activity (Special projects additional)

5. Work Instructions

a. Simplified Job Duties

- i. By-Laws Maintenance & Review
- ii. SOP's Maintenance & Review
- iii. CBAR Collection, Follow-up and Submission

b. By-Laws Maintenance & Review

- i. You will be the keeper of the chapter By-Laws. You are responsible for ensuring that the BOD reviews this document at least once an APICS year (July – June) and to follow the procedures necessary to suggest, publish and vote on approval of any changes.
- ii. This is usually discussed at the Yearly Transition Meeting.

c. SOP's Maintenance & Review

- i. You will be the keeper of this document. You are responsible for ensuring that the BOD reviews this document at least once an APICS year (July – June) and that we continually update this document as needed to ensure the best continuity of understanding.
- ii. This is usually discussed at the Yearly Transition Meeting.
- iii. This should be brought up quarterly at a Board of Directors meeting for any updating.

d. CBAR Collection, Follow-up and Submission

- i. You will be responsible for collecting and maintaining the documents needed for our annual CBAR (Chapter Benchmarking & Reporting) submission.
  - 1. Refer to the APICS SWMI Quality CBAR Workbook Worksheets (Latest Version) and APICS SWMI Quality CBAR Responsibility by BOD Position Master.doc.
  - 2. Refer to previous year CBAR submissions.
- ii. This data is collected throughout the year and is submitted in early July to our Great Lakes District representative. You will work with the President, President-Elect and Past President on this submission.

Revision Box

Requests for changes to this document must be made in writing to the issuing and approving authority together with documentation on which to base the review and approval. Listed below is the record of changes for this document. Revision level and approval of revisions are recorded on title page.

Rev	Date	Page	Paragraph	Nature of change
0	3/16/09	All	All	New Document Split from Larger Document